

**Career Transition
Center**

George P. Shultz
National Foreign Affairs
Training Center
U.S. Department of State

CTC NEWSLETTER

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**HAPPY
INDEPENDENCE
DAY!**

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"Nobody gets to live life
backward. Look ahead,
that is where your
future lies."

-- Ann Landers



RESUME MISTAKES, BLOOPERS AND BLUNDERS

The Annual July Jokes Issue

People write the strangest things on their resumes, sometimes downright hysterical. Why should only recruiting managers get to laugh at these? We do know that none of our JSP grads are guilty of any of these!! Enjoy!

From Resumania's Archive:

1. Job Duties: "Answer phones, file papers, respond to customer e-mails, take odors."
2. Interests: "Gossiping."
3. Favorite Activities: "Playing trivia games. I am a repository of worthless knowledge."
4. Skills: "I can type without looking at the keyboard."
5. Employer: "Myself; received pay raise for high sales."
6. Objective: "I want to play a major part in watching a company advance."
7. Experience: "Chapter president, 1887-1992."
8. Experience: "Demonstrated ability in multi-tasting."
9. Experience: "I'm a hard worker, etc."
10. Languages: "Speak English and Spinach."
11. Reason for leaving: "I thought the world was coming to an end."
12. Additional skills: "I am a Notary Republic."
13. Objective: "So one of the main things for me is, as the movie 'Jerry McGuire' puts it, 'Show me the money!'"
14. Skills: "I have integrity so I will not steal office supplies and take them home."
15. Objective: "To hopefully associate with a millionaire one day."
16. Skills: "I have technical skills that will take your breath away."

17. Qualifications: "I have guts, drive, ambition and heart, which is probably more than a lot of the drones that you have working for you."

18. Objective: "I need money because I have bills to pay and I would like to have a life, go out partying, please my young wife with gifts, and have a menu entrée consisting of more than soup."

19. Qualifications: "Twin sister has accounting degree."

20. Experience: "Have not yet been abducted by aliens."

21. Skills: "Written communication = 3 years; verbal communication = 5 years."

22. Objective: "I would like to work for a company that is very lax when it comes to tardiness."

23. Education: "I possess a moderate education but willing to learn more."

24. Education: "Have repeated courses repeatedly."

25. Salary requirements: "The higher the better."

26. Salary desired: "Starting over due to recent bankruptcies. Need large bonus when starting job."

27. Bad traits: "I am very bad about time and don't mind admitting it. Having to arrive at a certain hour doesn't make sense to me. What does make sense is that I do the job. Any company that insists upon rigid time schedules will find me a nightmare."

28. References: "Bill, Tom, Eric. But I don't know their phone numbers."

29. Work experience: "Two years as a blackjack and baccarat dealer. Strong emphasis on customer relations - a constant challenge considering how much money people lose and how angry they can get."

30. Personal: "I limit important relationships to people who want to do what I want them to do."

31. Objective: "Student today. Vice president tomorrow."

32. Accomplishments: "Brought in a balloon artist to entertain the team."

33. Application: "Why should an employer hire you? 'I bring doughnuts on Friday.'"

34. Achievements: "First runner-up for Miss Fort Worth, 1982."

35. Reason for leaving: "Pushed aside so the vice president's girlfriend could steal my job."

36. Special skills: "I've got a Ph.D. in human feelings."

37. Reason for leaving last job: "Bounty hunting was outlawed in my state."

38. Experience: "Any interruption in employment is due to being unemployed."

39. Objective: "To become Overlord of the Galaxy!"

40. Objective: "What I'm looking for in a job: #1) Money #2) Money #3) Money."

41. Hobbies: "Mushroom hunting."

42. Experience: "Child care provider: Organized activities; prepared lunches and snakes."

43. Objective: "My dream job would be as a professional baseball player, but since I can't do that, I'll settle on being an accountant."

44. Awards: "National record for eating 45 eggs in two minutes."

45. Heading on stationery: "I'd Break Mom's Heart to Work For You!"

46. "I am a 'neat nut' with a reputation for being hardnosed. I have no patience for sloppy work, careless mistakes and theft of company time."



"Age seldom arrives smoothly or quickly. It's more often a succession of jerks."

- Jean Rhys

"I used to have Mad Cow's disease, but I'm alright
Nooooooooooooow. "

- Billy Connolly



47. Experience: "Provide Custer Service."

48. Experience: "I was brought in as a turnaround consultant to help turn the company around."

49. Strengths: "Ability to meet deadlines while maintaining composer."

50. Work experience: "Responsibilities included checking customers out."

51. Work experience: "Maintained files and reports, did data processing, cashed employees' paychecks."

52. Educational background: "High school was a incredible experience."

53. Resume: "A great management team that has patents with its workers."

54. Cover letter: "Experienced in all faucets of accounting."

55. Objective: "I am anxious to use my exiting skills."

56. Personal: "I am loyal and know when to keep my big mouth shut."

57. Job duties: "Filing, billing, printing and coping."

58. Application: "Q: In what local areas do you prefer to work? A: Smoking."

59. Reason for leaving: "Terminated after saying, 'It would be a blessing to be fired.'"

60. Personal: "My family is willing to relocate. However not to New England (too cold) and not to Southern California (earthquakes). Indianapolis or Chicago would be fine. My youngest prefers Orlando's proximity to Disney World."

61. Resume: "I have a lifetime's worth of technical expertise (I wasn't born - my mother simply chose 'eject child' from the special menu."

62. Resume: "Spent several years in the United States Navel Reserve."

63. Qualifications: "I have extensive experience with foreign accents."

64. "I am fully aware of the king of attention this position requires."

65. References: "Please do not contact my immediate supervisor at the company. My colleagues will give me a better reference."

66. "Worked in a consulting office where I carried out my own accountant."

67. Accomplishments: "My contributions on product launches were based on dreams that I had."

68. Career: "I have worked with restraints for the past two years."

69. Experience: "My father is a computer programmer, so I have 15 years of computer experience."

70. Education: "I have a bachelorette degree in computers."

From Careerbuilder.com's Top Wackiest Resume Blunders:

1. Candidate explained a gap in employment by saying it was because he was getting over the death of his cat for three months.

2. Candidate's hobbies included sitting on the levee at night watching alligators.

3. Candidate explained an arrest by stating, "We stole a pig, but it was a really small pig."

4. Candidate included family medical history.



From Amy Joyce on Resume Bloopers:

1. "Skills: Strong Work Ethic, Attention to Detail, Team Player, Self Motivated, Attention to Detail"
2. Woman who sent her résumé and cover letter without deleting someone else's editing, including such comments as "I don't think you want to say this about yourself here."

From Mainejobs.com's Avoid These Resume Bloopers:

1. "Nine-page cover letter accompanied by a four-page résumé"
2. "One applicant tried to make an impression by using four different fonts, three ink colors and a variety of highlighting options on her résumé."

From ResumePower.com's Classic Resume Bloopers:

1. "Revolved customer problems and inquiries."
2. "Consistently tanked as top sales producer for new accounts."
3. "Planned new corporate facility at \$3 million over budget."
4. "Seeking a party-time position with potential for advancement."
5. Candidate wrote résumé as a play - Act 1, Act 2, etc.
6. Candidate included naked picture of himself.

"You know someone actually complimented me on my driving today. They left a little note on the windscreen. It said, "Parking Fine".



- Tommy Cooper

From Ask Annie's article about resume blunders:

1. "An applicant ghosted a headshot as the background to her resume"
2. Other Interests: "Playing with my two dogs (They actually belong to my wife but I love the dogs more than my wife)".
3. "One applicant used colored paper and drew glitter designs around the border"
4. Hobbies: "getting drunk every night down by the water, playing my guitar and smoking pot"
5. Why Interested in Position: "to keep my parole officer from putting back me in jail"
6. A woman had attached a picture of herself in a mini mouse costume
7. Hobbies: "Drugs and girls".
8. Under "job related skills" - for a web designer - "can function without additional oxygen at 24,000 feet".
9. My sister-in-law misspelled the word "proofreading" in her skill set.
10. The objective on one recent resume I received stated that the applicant wished to pursue a challenging account executive position with our rival firm.
11. Objective: "career on the Information Super Highway"
12. Experience: "Stalking, shipping & receiving"
13. "I am great with the pubic."
14. A candidate listed her e-mail address as pornstardelight@*****.com
15. The applicant listed her name as Alice in the resume but wrote Alyce on the onsite application.
16. One candidate's electronic resume included links to her homepage, where the pictures were of her in the nude.
17. "...sent out my resume on the back side of a draft of a cover letter to another firm..."
18. "My duties included cleaning the restrooms and seating the customers."

19. One applicant for a nursing position noted that she didn't like dealing with blood or needles.
20. Achievements: "Nominated for prom queen"
21. I once received a resume with a head and shoulders picture in the top left of the first page. The picture was of a lion's head, wearing a coat, shirt, and tie.
22. A resume... was printed on the back of the person's current employer's letterhead.
23. One resume that came across my desk stated how the individual had won a contest for building toothpick bridges in middle school.
24. A resume... had several grease stains and a smudge of chocolate on it
25. Hobbies: "Having a good time"

From HotJobs' Real-life Resume Blunders to Avoid:

1. "I often use a laptap."
2. "Able to say the ABCs backward in under five seconds."
3. "I am a wedge with a sponge taped to it. My purpose is to wedge myself into someone's door to absorb as much as possible."

From Fortune Magazine via HumorMatters.com:

1. "Finished eighth in my class of ten."
2. "Received a plague for Salesperson of the Year."
3. "Reason for leaving last job: maturity leave."



4. "Failed bar exam with relatively high grades."
5. "Am a perfectionist and rarely if ever forget details."
6. "It's best for employers that I not work with people."
7. "Let's meet, so you can 'ooh' and 'aah' over my experience."
8. "I have an excellent track record, although I am not a horse."
9. "You will want me to be Head Honcho in no time."
10. "I have become completely paranoid, trusting completely no one and absolutely nothing."
11. "Personal interests: donating blood. Fourteen gallons so far."
12. "Marital status: often. Children: various."
13. "I am loyal to my employer at all costs..Please feel free to respond to my resume on my office voice mail."
14. "Instrumental in ruining entire operation for a Midwest chain store."

JobMob Top 10

1. Application: How large was the department you worked in with your last company? "A: 3 stories."
2. A resume listed a skill as "being bilingual in three languages" (Ask Annie's)
3. Background: "28 dog years of experience in sales (four human)."
4. In the section that read "Emergency Contact Number" she wrote "911."
5. Candidate drew a picture of a car on the outside of the envelope and said it was the hiring manager's gift.



6. Languages: "Fluent in English. Also I have been heard muttering Gibberish in my sleep." (Resumania)
7. "Directed \$25 million anal shipping and receiving operations." (ResumePower.com)
8. On one of our applications, a girl wrote "I'm 16, I'm pregnant and I can do anything." At the same time she turned in her application, her boyfriend handed in his. On his: "Felony for breaking and entering." (Ask Annie's)
9. "One candidate included clipart on their resume of two cartoons shaking hands." (Ask Annie's)
10. Application: "On the line that asked what "sex" he was, he wrote "occasionally"."

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What Applicants Say & What They Really Mean:

Actual Job Interview Excerpts

A survey of top personnel executives of 100 major American corporations asked for stories of unusual behavior by job applicants. The low lights:

- Stretched out on the floor to fill out the job application.
- Chewed bubble gum and constantly blew bubbles.
- Candidate kept giggling through serious interview.
- Asked to see interviewer's resume to see if the personnel executive was qualified to judge the candidate.
- Without saying a word, candidate

stood up and walked out during the middle of the interview.

- Man wore jogging suit to interview for position as financial vice president.
- Wouldn't get out of the chair until I would hire him. I had to call the police.
- When I asked him about his hobbies, he stood up and started tap dancing around my office.
- Had a little pinball game and challenged me to play with him.
- Bounced up and down on my carpet and told me I must be highly thought of by the company because I was given such a thick carpet.
- At the end of the interview, while I stood there dumbstruck, went through my purse, took out a brush, brushed his hair, and left.
- Pulled out a Polaroid camera and snapped a flash picture of me. Said he collected photos of everyone who interviewed him.
- Candidate asked me if I would put on a suit jacket to insure that the offer was formal.
- Said he wasn't interested because the position paid too much.
- While I was on a long-distance phone call, the applicant took out a copy of Penthouse, and looked through the photos only, stopping longest at the centerfold.
- During the interview, an alarm clock went off from the candidate's brief case. He took it out, shut it off, apologized and said he had to leave for another interview.



RETIREMENT PLANNING FOR 2008

If you had purchased \$1000.00 of Nortel stock one year ago, it would now be worth \$49.00.

With Enron, you would have had \$16.50 left of the original \$1000.00.

With WorldCom, you would have had less than \$5.00 left.

If you had purchased \$1000 of Delta Air Lines stock you would have \$49.00 left.

But, if you had purchased \$1,000.00 worth of BEER, one year ago, drank all the beer, then, turned in the cans for the aluminum recycling REFUND, You would have had \$214.00.

***Based on the above, the best current investment advice is to drink heavily and recycle. It's called the 401-Keg Plan!

Reaching the end of a job interview, the Human Resources Person asked a young engineer fresh out of MIT, "What starting salary were you looking for?" The engineer replied, "In the neighborhood of \$125,000 a year, depending on the benefits package." The interviewer said, "Well, what would you say to a package of 5 weeks vacation, 14 paid holidays, full medical and dental, company matching retirement fund to 50% of salary, and a company car leased every 2 years -- say, a red Corvette?"

The engineer sat up straight and said, "Wow! Are you kidding?" The interviewer replied, "Well, yeah, but you started it."

"How old would you be if you didn't know how old you was?"

- Satchel Paige



A Manager of a retail clothing store is reviewing a potential employee's application and notices that the man has never worked in retail before. He says to the man, "For a man with no experience, you are certainly asking for a high wage." "Well Sir," the applicant replies, "the work is so much harder when you don't know what you're doing!"

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To commemorate her birthday, actress/vocalist, Julie Andrews made a special appearance at Manhattan 's Radio City Music Hall for the benefit of the AARP.

One of the musical numbers she performed was 'My Favorite Things' from the legendary movie 'Sound Of Music'.

Here are the lyrics she used:

(Sing It!) - If you sing it, it's especially hysterical!!!

Maalox and nose drops and needles for knitting, Walkers and handrails and new dental fittings, Bundles of magazines tied up in string,

*These are a few of my favorite things.
Cadillacs and cataracts, and hearing aids
and glasses,
Polident and Fixodent and false teeth in
glasses,
Pacemakers, golf carts and porches with
swings,
These are a few of my favorite things*

*When the pipes leak, When the bones
creak,
When the knees go bad,
I simply remember my favorite
things,
And then I don't feel so bad.*

*Hot tea and crumpets and
corn pads for bunions,
No spicy hot food or food
cooked with onions, Bathrobes
and heating pads and hot meals they
bring,
These are a few of my favorite things.
Back pain, confused brains and no need
for sinnin',
Thin bones and fractures and hair that is
thinnin',
And we won't mention our short shrunken
frames,
When we remember our favorite things.*

*When the joints ache, When the hips
break,
When the eyes grow dim,
Then I remember the great life I've had,
And then I don't feel so bad.*

*(Ms. Andrews received a standing ova-
tion from the crowd that lasted over four
minutes and repeated encores.)*

*"Don't cry because it's over
smile because it happened."*

- Unknown Author



AAADD- KNOW THE SYMPTOMS!

Thank goodness there's a name for this disorder. Somehow I feel better, even though I have it!!

Recently, I was diagnosed with
A.A.A.D.D. - Age Activated Attention Defi-
cit Disorder.

This is how it manifests:
I decide to water my garden.
As I turn on the hose in the
driveway, I look over at my
car and decide it needs
washing.

As I start toward the garage,
I notice mail on the porch ta-
ble that I brought up from the
mail box earlier.

I decide to go through the mail before I
wash the car. I lay my car keys on the
table, put the junk mail in the garbage
can under the table, And notice that the
can is full.

So, I decide to put the bills back on the
table and take out the garbage first.
But then I think, Since I'm going to be
near the mailbox When I take out the gar-
bage anyway, I may as well pay the bills
first.

I take my check book off the table, And
see that there is only one check left.
My extra checks are in my desk in the
study, So I go inside the house to my
desk where I find the can of Coke I'd
been drinking.

I'm going to look for my checks, But first I
need to push the Coke aside So that I
don't accidentally knock it over.

The Coke is getting warm, And I decide
to put it in the refrigerator to keep it cold.
As I head toward the kitchen with the
Coke, A vase of flowers on the counter
catches my eye--they need water.

I put the Coke on the counter and Dis-
cover my reading glasses that I've been
searching for all morning.

I decide I better put them back on my
desk, But first I'm going to water the flow-
ers. I set the glasses back down on the
Counter, Fill a container with water and
suddenly spot the TV remote.

Someone left it on the kitchen table.
I realize that tonight when we go to watch
TV, I'll be looking for the remote, but I
won't remember that it's on the kitchen
table, So I decide to put it back in the den
where it belongs, But first I'll water the
flowers.

I pour some water in the flowers, but
quite a bit of it spills on the floor.
So, I set the remote back on the table,
Get some towels and wipe up the spill.
Then, I head down the hall trying to Re-
member what I was planning to do.

At the end of the day: The car isn't
washed, The bills aren't paid, There is a
warm can of Coke sitting on the counter,
The flowers don't have enough water,
There is still only 1 check in my check
book, I can't find the remote, I can't find
my glasses, And I don't remember what I
did with the car keys.

Then, when I try to figure out why nothing
got done today, I'm really baffled because
I know I was busy all damn day, And I'm
really tired.

I realize this is a serious problem, And I'll
try to get some help for it, But first I'll
check my e-mail....

Don't laugh -- if this isn't you yet, your day
is coming...

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ESTATE PLANNING

Dan was a single guy living at home with
his father and working in the family busi-
ness.

When he found out he was going to in-
herit a fortune when his sickly father died,
he decided he needed a wife with which
to share his fortune.

One evening at an investment meeting he
spotted the most beautiful woman he had
ever seen. Her natural beauty took his
breath away. "I may look like just an ordi-
nary man," he said to her, "but in just a
few short years, my father will die, and I'll
inherit 20 million dollars."

Impressed, the woman obtained his busi-
ness card and three days later, she be-
came his stepmother.

*Women are just so much better at estate
planning than men!*

*Here we think
outside the box*



"Age is a question of mind over matter. If you don't mind, it doesn't matter."

- Satchel Paige



My age has been noticed!

I very quietly confided to my friend that I was having an affair.

She turned to me and asked, 'Are you having it catered'?

And that, my friend, is the definition of 'OLD'!!!!

Eventually you will reach a point when you stop lying about your age and start bragging about it.

☺ The older we get, the fewer things seem worth waiting in line for.

☺ Some people try to turn back their odometers. Not me, I want people to know "why" I look this way. I've traveled a long way and some of the roads weren't paved.

☺ When you are dissatisfied and would like to go back to youth, think of Algebra.

☺ You know you are getting old when everything either dries up or leaks.

☺ One of the many things no one tells you about aging is that it is such a nice change from being young.

☺ Ah, being young is beautiful, but being old is comfortable.

☺ First you forget names, then you forget faces. Then you forget to pull up your zipper. It's worse when you forget to pull it down.

☺ Life should NOT be a journey to the grave with the intention of arriving safely in an attractive and well preserved body, but rather to skid in sideways, chocolate in one hand, wine in the other, body thoroughly used up, totally worn out and screaming 'WOO HOO what a ride!'

☺ Inside every older person is a younger person -- wondering what the hell happened.

- Cora Harvey Armstrong-

Q: Where can women over the age of 60 find younger, sexy men who are interested in them?

A: Try a bookstore under fiction.

Q: What can a man do while his wife is going through menopause?

A: Keep busy. If you're handy with tools, you can finish the basement. When you are done you will have a place to live.

Q: How can you increase the heart rate of your 60+ year old husband?

A: Tell him you're pregnant.

Q: How can you avoid spotting wrinkles every time you walk by a mirror?

A: Take off your glasses.

Q: Why should 60+ year old people use valet parking?

A: Valets don't forget where they park your car.

Q: Is it common for 60+ year olds to have problems with short term memory storage?

A: Storing memory is not a problem, retrieving it is a problem.

Q: As people age, do they sleep more soundly?

A: Yes, but usually in the afternoon.

Q: Where should 60+ year olds look for eye glasses?

A: On their foreheads.

Q: What is the most common remark made by 60+ year olds when they enter antique stores?

A: 'Gosh, I remember these.'



*"Grow old along with me!
The best is yet to be.
The last of life, for which the first
was made."*

- Robert Browning "Rabbi Ben Ezra"

ATTENTION, JSP GRADS!

Our next job fair will be held on Tuesday, August 26, from 1:00 to 4:00 pm. in the

gymnasium of Building D (aka the Field House) at FSI in Arlington, Virginia. Be sure to bring a photo ID — and, if you have one, your Retiree ID. A few employers will leave early, try to arrive before 3:00 pm.

JSP FOLLOW-UP MEETINGS



All JSP graduates of the August 2008 and previous classes are invited to attend two follow-up meetings in Room E-2118 to discuss progress on the job search, share experiences and advice, and enjoy each other's company. The dates are:

- Tuesday, September 9, 10:00 am
- Tuesday, September 23, 10:00 am

Ok, one more!!!!

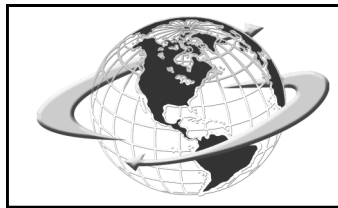
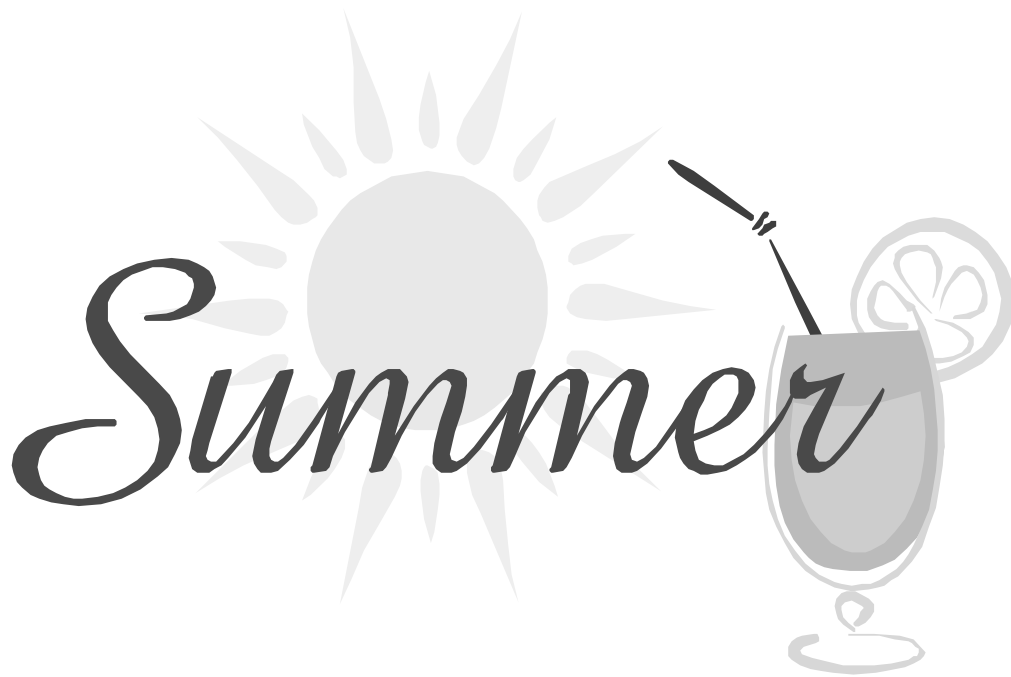
EXERCISES FOR PEOPLE OVER 50

Begin by standing on a comfortable surface, where you have plenty of room at each side. With a 5-lb potato sack in each hand, extend your arms straight out from your sides and hold them there as long as you can.

Try to reach a full minute, and then relax. Each day you'll find that you can hold this position for just a bit longer.

After a couple of weeks, move up to 10-lb potato sacks. Then try 50-lb. potato sacks and then eventually try to get to where you can lift a 100-lb potato sack in each hand and hold your arms straight for more than a full minute.
(I'm at this level.)

After you feel confident at that level, put a potato in each of the sacks.



**CTC
NEWSLETTER**

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